



E-Services Quick Reference Guide

Before using **E-Services**, review the **Revised E-Services Procedures and Technical Standards**, which apply to all electronic services of the Judicial Branch, including e-filing and online short calendar markings. This document may be accessed from the link on the left side of the **E-Services** log-in page. The information provided in this guide is a brief summary of the main functions available through E-Services.

Signing Up for E-services

- Go to the Judicial Branch home page by entering www.jud.ct.gov in the Address bar.
- To check your current address, from the Judicial Branch home page go to **Attorney/Firm Inquiry** and enter your juris number, last name, or firm name.
- If your address as displayed online is not accurate, you must notify the Statewide Grievance Committee of your new address by U.S. Mail by completing and mailing form **JD-GC-10** before you can enroll.

Note: If the address displayed on the web site reads "Address not available," it means that the home address is the address on file, and it is not displayed for security reasons.

- From **E-Services** on the left, click on **Enroll in E-Services**.
- Complete the application form.
- Print a copy of the completed form before you click on **Submit**.
- Confirm your email address by clicking **OK**.
- A message confirming your enrollment will appear.
- Within five to seven business days, you will receive your password by U.S. Mail at the address that is registered with the Statewide Grievance Committee. Law firm passwords will be mailed to the firm at the address of record for the firm.
- To update your enrollment information (i.e., e-mail address, telephone/fax numbers, or security question and answer) click on **Change Enrollment Information** from the E-Services menu.

Annual Attorney Registration with the Statewide Grievance Committee

- Click on **Attorney Registration** from the menu on the left side of the **E-Services** home page.
- Fill in the requested information, making sure to select "Yes" to certify that your information is accurate.
- Click **Save Data** or **Submit** to complete your registration.
- You may print a copy of the online form for use in obtaining a certificate of good standing.
- To change information in your registration, click on **Attorney Change of Information** from the **E-Services** menu.

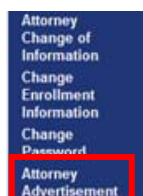
Note: Name changes and corrections of birth dates must be submitted in hard copy, with proof of the changes or corrections, to the Statewide Grievance Committee, 287 Main St., 2nd Fl., Suite 2, East Hartford, CT 06118-1118.

Questions?

E-Services Help Line (866) 765-4452 or EServices@jud.ct.gov
Janice Calvi (860) 263-2734 Ext. 3038 or
Alice Mastrony (860) 706-5321

Attorney Advertising

- Attorney advertisements must be submitted electronically to the **Statewide Grievance Committee**. (P.B. Sec. 2-28A)
- Log in under your **individual** juris number and click on **Attorney Advertisement** from the **E-Services** menu.



available to enroll in the online system on the left side of this web page.

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- Submit the information and advertisement in accordance with the instructions.
- Contact Statewide Grievance (860) 568-5157 or at attorney.advertising@jud.ct.gov with questions.

Client Security Fund Fee Payment

Payment of the annual Client Security Fund fee may be made by electronic check through **E-Services**. Credit card payments are not accepted online.

- Click on **Client Security Fund Fee** from the **E-Services** menu.
- Enter the juris number for which payment is to be made and Click **Submit**.
- Select whether you are paying the full fee, claiming a partial exemption or claiming a full exemption.
- Click **Submit**.
- Click **Yes** if you are submitting payments for additional juris numbers.

Note: You are limited to twenty (20) transactions per check.

- Select **Pay by Check**
- Fill in the required information and click **Process Payment**
- Click **Print Confirmation** to print your payment summary.

Foreclosure Sales

This feature will be added to E-Services to permit the entering, maintaining and displaying of information regarding Foreclosures by Sale. Additional information will be provided when this function becomes available.

Appellate Briefs

Section 67-2 (K) of the Rules of Appellate Procedure requires parties represented by counsel to submit briefs electronically in cases to be argued in the Supreme Court. This feature allows those submissions. Note: The electronic submission requirement in subsection (K) does not eliminate the need to file paper copies of briefs.

Online Short Calendar Markings

Attorneys and law firms must submit short calendar markings electronically through E-Services for Civil and Family matters. Motions and objections must be marked in accordance with the procedures set forth in the **Notice** section of the respective Short Calendars and in accordance with the **Civil and Family Short Calendar Standing Orders**, which include the time frames for submitting markings.

Note: Self-represented parties, and attorneys or law firms with an exclusion from E-Services requirements, may mark their cases by telephone by calling the marking line that is printed on the calendar. Markings by facsimile are not accepted.

- Go to www.jud.ct.gov and log in to E-Services.
- Select **Short Calendar Markings Entry** from the menu on the **E-Services** home page.



- Links to calendar notices and court calendars are available at the top of the screen, as shown below. To view or print a hard copy of a Short Calendar, click on **Court Calendars**. To review the **Notice** section of the Short Calendar, click on **Calendar Notices**.

[E-Services Menu](#) [Calendar Notices](#) [Court Calendars](#)
Short Calendar Markings Entry
[Project Overview and Guidelines](#)

Select Location :
Select Court Type :
Sort Results By :

- Select the **Location** and **Court Type**
- Select **Sort Results** to display cases by case name, docket number, location, entry number, calendar sequence number or motion
- Click **Find**

Note: Motions or objections display separately so if a case has multiple motions or objections, the caption and docket number will appear multiple times. Each one must be marked separately.

- To mark civil matters, select "**R**" (**Ready**), "**TP**" (**Take Papers**) or "**O**" (**Off**); for family matters, select "**R**" (**Ready**) or "**O**" (**Off**).
- Check the certification box.
- Enter the name and telephone number of the individual submitting the markings.
- Click **Enter Markings** and print the *Short Calendar Markings Confirmation and Receipt*.
- Provide notice of marking to all appearing parties.

Note: If you mark an arguable matter ready, you must bring the confirmation of the marking to the short calendar hearing.

Note: Markings submitted electronically are viewable online until the end of the marking period. Telephone markings do not appear online.

Designated Filers and Case Initiations

Attorneys registered with the Statewide Grievance Committee and law firms that have obtained a law firm juris number may designate authorized individuals to file case initiation documents on their behalf. A designated filer will have a UserID and a password for use in accessing E-Services to maintain the designated filer's account and to file case initiation documents electronically in the Superior Court on behalf of the attorney or law firm.

Any electronic transactions conducted by a designated filer will be presumed to have been authorized by the attorney and/or law firm whose juris number was used by the designated filer to conduct the electronic transaction.

A complete quick reference guide on designated filers is available at caseflow and court service centers and on-line under E-Services at www.jud.ct.gov.

Electronic Filing (e-filing)

E-filing is available for initiating cases and filing documents in all tort and vehicular tort cases and most contract and property cases. These cases have docket numbers beginning with a **5** or a **6**. (For example, HHD CV 09 5213147 or FBT CV 09 6001228) A complete quick reference guide on e-filing is available at caseflow and court service centers and on-line under E-Services at www.jud.ct.gov.

Note: Use of the electronic filing system is limited to (1) enrolled attorneys and law firms and the employees of the law office under the supervision of an enrolled attorney and (2) individuals designated by attorneys and law firms to file case initiation documents on their behalf.

E-File an Appearance

- Click on **Select Case** or **Party Search** from the **Civil EFiled** menu bar to locate the case.
- Fill in the requested information and **Click Here** to arrive at the **Case Detail** screen.
- Select **E-File an Appearance** as the case activity; click **Go**.

Note: To view or file documents or view judicial notices, you must have an appearance in a file.

The screenshot shows the 'E-File an Appearance' screen. At the top is a navigation bar with links like 'E-Filed Home', 'E-File a New Case', 'My Shopping Cart(0)', 'Select Case', 'List My Cases', 'Party Search', 'Logout', and 'Disclaimer'. Below this is a header section with case information: 'Attorney Firm: ALICE E HARRINGTON (101751)', 'E-Mail: aehdjm524@aol.com', 'Case: FBT-CV08-6002069-S', 'MILAZZO, ELENA v. CARAN FRIED, YVETTE', 'Prefix/Suffix: [none]', 'Case Type: T03', 'File Date: 07/28/2008', and 'Return Date: 09/02/2008'. A red box highlights a message: 'The logged in Juris Number is not appearing on this case. Only entry of an Appearance is allowed.' Below the message is a form with 'Select Desired Case Activity:' and a dropdown menu showing 'E-File an Appearance', followed by a 'Go' button.

- Fill in the requested information and click **Continue**
- Review the appearance document that appears in the document window for accuracy.

Note: This is a system-populated form so you must print or save a copy for your file. You do not create this form; the e-filing system creates it.

- A **Confirmation Screen** is displayed once the document has been successfully e-filed. Print this screen or save it electronically.

Note: You must send opposing parties copies of your e-filed documents, pleadings and motions in accordance with Practice Book rules.